



Planning & Development Department



APPLICANT'S GUIDE TO A GROUP HOME SUBMITTAL

APPLICATIONS MUST BE ENTIRELY COMPLETED AT TIME OF SUBMITTAL AND ACCOMPANIED BY A \$75 COMPLIANCE INSPECTION FEE* ALONG WITH THE FOLLOWING:

1. A site/plot plan (seven copies). Include vicinity map.
 - Label and provide all property line dimensions, show all structures, existing and proposed on permit application, label intended use. Indicate setbacks from property lines and distances between buildings.
 - Include a north arrow and scale. The scale must allow the dimensions represented to be verified.
 - Show all building dimensions.
 - Show and label all easements (i.e., drainage, ingress/egress, public utility easements, etc.)
 - Indicate dedicated street access and names. Include existing and proposed items within road right-of-way.
 - Label the following: alignment of washes, slope and general elevation changes, vegetation, and type of driveway material (driveway must be paved or in the alternative surface with aggregate based crushed material).
 - Storage tanks (above or below ground) are considered accessory structures and must be depicted on site plans. Propane tanks 250 gallons or larger may be subject to Fire Marshall approval.
 - Single-family residences that require detailed technical/engineering review (hillside lots) are required to be sealed by an appropriate professional, registered in the State of Arizona.
 - Hillside requirements are mandated if construction/grading site has a portion of land with a slope of 15% or greater.
 - All applicable stipulations related to a Board of Adjustment or zoning case will have to be completed prior to building permit issuance.
 2. A floor plan (two copies) of the residence or building where the home occupation will be located.
 - Identification of the rooms.
 - Label the number of residents to reside in each room.
 - The total number of residents.
 3. A recorded deed/proof of ownership is required (one of the items listed below):
 - Warranty Deed, Special Warranty Deed, Grant Deed, Joint Tenancy Deed, Quit Claim Deed, Gift Deed, Guardians Deed, Sheriff's Deed, Correction Deed, Agreement of Sale Deed, Pay Off Deed (for an agreement of sale), Treasurer's Deed, Civil Judgment (Conveying Property), Deed of Distribution (Probate), Land Patent, Certificate of Purchase (like an agreement of sale before patent issued), Trustee's Deed, Affidavit for Transfer of Real Property, or other suitable evidence as may be approved by the Planning and Development Department.
 4. A completed Supplemental Information form is required.
 5. A completed Building Activity Application form is required for change of occupancy and/or alterations, etc.
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6. A completed copy of the State of Arizona form for zoning compliance.
 - The Arizona Department of Health Services supplies and requires this form for licensure.
7. A completed copy of the State of Arizona form for building safety compliance.
 - The Arizona Department of Health Services supplies and requires this form for licensure.
8. A Patent Easement Deed (when applicable) may be acquired at the Bureau of Land Management, 222 N. Central, Phoenix, (602) 417-9528, located at the southwest corner of Van Buren Street and Central Avenue.
9. Correct Assessor parcel numbers are critical for the review process. Incorrect Assessor parcel numbers may cause additional review time and additional office visits.

The following agencies may require additional information:	
Maricopa County Flood Control District Regulatory Division 411 N. Central, 3rd Floor Phoenix, AZ 85004 (602) 506-7149	Maricopa County Department of Transportation Engineering Division 2901 W. Durango Road Phoenix, AZ 85009 (602) 506-8600
Other Contact Information	
Blue Stake (locates underground utilities)	(602) 263-1100
Building Code Information	(602) 506-7147
Building Inspections	(602) 506-3692
Flood Control Inspections	(602) 278-0871
Registrar of Contractors	(602) 542-1502
Maricopa County Assessor's Office	(602) 506-8936
Maricopa County Assessor's Agricultural Div.	(602) 506-2972
Maricopa County Zoning Information	(602) 506-3201
Arizona Department of Health Services	(602) 674-9775
Notes:	

*Additional fees may be assessed based on the building activity applications required.